

**St Nicolas Great Bookham PCC**

Registered as The Parochial Church Council  
of the Ecclesiastical Parish of Great Bookham  
in the Diocese of Guildford

**Trustees' Report and Financial Statements**

**For the year ended 31 December 2024**

Registered Charity Number 1127867

**Report of the Trustees for the year ended 31 December 2024**

**Contents**

The Report	1
Aims and Purposes	1
Objectives and Activities	1
Achievements and Performance	2
Worship and Prayer	2
Church Membership and Attendance	2
Families and Children's Ministry	3
Youth Ministry	3
Pastoral	3
Mission and Evangelism	4
Eco Church	4
Ecumenical Relationships	4
Deanery Synod	5
The Church Buildings	6
Financial Review	7
Public Benefit	7
Reserves Policy	8
Investment Policy	8
Risk Management	8
Safeguarding	8
Service	8
Structure, Governance and Management	8
Administrative Information	8
Independent examiner's report	11
Financial data pages	12 - 19

**Report of the Trustees for the year ended 31 December 2024****The Report**

The trustees present their report with the financial statements of the charity for the year ended 31st December 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Ireland (FRS102) (effective 1 January 2019).

The Parochial Church Council of the Ecclesiastical Parish of Great Bookham is also known as St Nicolas Church, Great Bookham. The members of the St Nicolas' Parochial Church Council (PCC) are the trustees of the charity.

**Aims and Purposes**

The PCC has the responsibility of co-operating with the incumbent of St Nicolas, Great Bookham, the Reverend Canon Alan Jenkins, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of the church buildings and churchyard.

**Objectives and Activities**

Our Mission statement is 'Building Faith in the Community'. As such, the PCC is committed to enabling as many people as possible to worship at St Nicolas Church and to become part of our church community. Our services and worship put faith into practice through prayer, scripture, music and sacrament. We seek to enable ordinary people to live out their faith as part of our church community through:

- Worship and prayer, learning about the Gospel, and developing knowledge of and trust in Jesus Christ
- Provision of pastoral care for people living in the parish, including conducting weddings, baptisms and funerals
- Mission and outreach work, including giving a proportion of our income to supporting other mission organisations.

To facilitate this work, it is important that we maintain the fabric of St Nicolas church and its associated buildings.

During 2024, we continued to focus on the Church Development Plan (CDP) for 2022 to 2024. This CDP identified four priority areas on which to focus activity: a church family confident in witness and service; maximising the value of recent changes in our church building to the benefit of all; a growing and diverse families and children ministry; building effective communications which underpin all of our relationships. The remainder of this report demonstrates the progress made in relation to these priorities. During the year we also considered and prepared a new CDP for 2025 to 2026.

## Report of the Trustees for the year ended 31 December 2024

### Achievements and Performance

#### *Worship and Prayer*

Worship at St Nicolas meets the needs of the congregation and visitors through our regular services; the needs of the wider community are met through our occasional offices (baptism, marriage, funerals and twice-yearly memorial service) and our special services around Easter, Harvest, Remembrance and Christmas. Worship was led by five people from our Ministry Team: the Rector, a retired clergyman, two ordained local ministers, and one Lay Minister (Reader) with permission to officiate. During school term time, provision was made for primary school aged children at our Sunday 10am services, which is led by our Families and Children's Minister (the sixth member of our Ministry Team). There is more about our provision through this ministry in the relevant section below.

The special Christmas Services (Nine Lessons and Carols, Children's Crib Service, two Family Carol services and Midnight Communion) were also particularly well attended.

In June 2024 our Director of Music retired after more than 20 years of faithful service, and we began the so-far-unsuccessful recruitment of a new Director of Music. Meanwhile, a couple from our congregation have taken responsibility for leading the choir and planning our music. We are also thankful to have been able to secure locum organists to play at our Sunday services week by week in this period. This has enabled us to maintain our musical traditions and, indeed, enhance our choir – for this we are extremely grateful.

In October 2024 we began a new monthly evening service of informal worship and prayer under the title of 'New Fire, Bookham'. So far, we have held three of these services, the most recent being a Christmas celebration. Again, we are very grateful to the small team who have taken this initiative to support those whose preferred worship style is different to that of our main services.

A small but dedicated group meet online for public prayer on Mondays, Wednesdays and most Saturdays; and meet face to face monthly on a Saturday to pray for our CDP (Church Development Plan). Prayer requests may be posted on our website, placed in the Prayer Box or on the Prayer Tree in Church, which remains open during daylight hours throughout the week. These prayer requests are included in our Monday and Wednesday prayer meetings.

The prayer life of the church continues to be encouraged by the placement of prayer-stations around the building, the content of which was changed with the liturgical seasons by a small, dedicated team. Prayer was also informed by a cycle of prayer published in our monthly magazine and weekly bulletins. Intercessions during public worship were led by a team of 16 members of the fellowship, a few of whom have stood down this year for a variety of reasons.

Our housegroups add to the prayer life of the church and provide prayer support for their members. An additional group ran throughout Lent for those not in house groups, and this has been much valued.

#### *Church Membership and Attendance*

Typical attendance at our regular Sunday services based on the October Count is: 13 at Holy Communion at 8am and 83 at 10am services. The same data shows that average attendance at Thursday morning Holy Communion is 9. During school term time, provision was made for primary school aged children at our Sunday 10am services.

**Report of the Trustees for the year ended 31 December 2024**

Online - The average number of views of our recorded services in 2024 was 48.

There were 229 members on the Church Electoral Roll at 31 December 2024.

*Families and Children's Ministry*

2024 was an incredible year for our ministry to families and children.

**Tots Alive:** This group has thrived throughout the year. Parents and carers value this space where they can connect, have fun, and learn about the gospel. Numbers vary, but around 30 parents, carers and children attend every week.

**Glow:** Our children's church has also grown in numbers little by little and in their knowledge of God. We explored themes such as Lent, Easter, "The In-Between Time", Pentecost, "On Jesus' Team", Advent, and "Jesus is God's Gift".

**Community Outreach:** We organised several events this year, including craft clubs during school holidays, Easter Family Fun, and Summer Fun activities in local parks. These events provided excellent opportunities to meet new people, offer a variety of activities, and share the gospel with our community. We also participated in community events, such as Village Day and Spirit of Christmas. Our Families' and Children's Minister continued to offer Rhyme Time at the library fortnightly, which is very well received by families with young children in our wider community.

**Schools:** We continued our engagement with our three local schools by delivering assemblies on their premises and welcoming them to our church for RE lessons. We also held special services for occasions such as Easter, Harvest, and Christingles. In 2024, the Christingle services organised by our team and two local schools, held at St. Nicolas, saw 898 community members in attendance.

**Uniformed Groups:** Scout and Guide groups visited us and enjoyed the activities we provided, especially the scavenger hunts in our church building and garden. They also contributed to our Remembrance service by preparing art pieces that were displayed in the church.

**We are immensely grateful to the wonderful team of helpers who make all these activities possible.**

*Youth Ministry*

The successful partnership between St Nicolas Church, Bookham Baptist Church, Eastwick Road Church and Leatherhead Youth Project (LYP) continued during 2024. BYouth operated on Mondays and Fridays, and other projects included residential and day trips in the school holidays, Making Good (social action project), and Connect and Explore sessions on Monday evenings. Fish, the Christian Union, is going strong in the Howard of Effingham school with increased attendance. In December a new LGBTQ+ drop-in was launched by LYP at the school following a request from the school support staff. The Next Level worship service has been put on hold as the local youth workers review its purpose and format. Jenny Coffin finished her time with LYP at the end of July and in September we welcomed Lucy Hicks as the new Bookham Lead.

*Pastoral*

The Ministry Team, Pastoral Team and Bereavement Visitors provide a wide range of pastoral support to people living in the parish, including visiting those housebound, those in hospital and care homes, those who have been bereaved or are unwell and those experiencing problems and difficulties of many kinds.

## Report of the Trustees for the year ended 31 December 2024

Pastoral Team members also provide weekly social coffee mornings and regular Friendship Lunches for those living alone. Some are also involved with the local Anna Chaplaincy activities referred to in later sections. Others take home communion to several housebound individuals and to a small group at Southey Court. The Ministry Team takes weddings, baptisms and funerals for those in the village or connected with the parish. There is a well-attended twice-yearly Memorial Service for those bereaved.

### *Mission and Evangelism*

During 2024, the church supported the work of six nominated charities: The British and Foreign Bible Society, Christians Against Poverty, Christian Solidarity Worldwide, Oasis Charitable Trust, Mission Aviation Fellowship and The Mission to Seafarers. Speakers from each charity visit St Nicolas over the course of two years to explain more about their work.

The Barnabas Men's Fellowship continued to meet monthly where possible in the Pastoral Centre. The Bloom Ladies' Group met four times in 2024.

We were pleased to run the Alpha course from January to March 2024 with the group meeting in the church.

We have two midweek coffee events open to all. On Tuesday mornings there is an opportunity to meet and chat in the Pastoral Centre and this is advertised in the village. Another regular group meets for coffee and fellowship on Thursday mornings after our service of Holy Communion; both those attending the service, and others who appreciate the time to meet with friends, enjoy this provision.

Easter eggs were given out on the village high street along with publicity inviting people to come and attend the Family Fun Event.

The 'Spirit of Christmas' community event saw hundreds of local people visit the church to see the nativity set display and nearly a thousand local people came to our Christmas services.

A number of successful classical and folk concerts were organised during 2024 which proved popular with many people from the local community.

### *Eco Church*

The Eco Church programme encourages churches to integrate sustainable practices into five areas of church life: worship; buildings; land management; community engagement; and individual lifestyles. Having gained the bronze award in 2019 and the silver award in 2022, St Nicolas was awarded the highest level of achievement, the gold award, in September 2024. The Eco team was instrumental in achieving this accolade for the church, only the second church in the Guildford Diocese to have gained it.

Other notable team efforts during the year were: holding a Fairtrade coffee morning to raise money for Transform Trade; organising a harvest lunch for congregation members using local produce and community fridge leftovers; and starting a new medicine blister pack recycling initiative which has proved exceptionally popular. The team also continued work in the Pastoral Centre garden, refining the wildlife corner in particular.

### *Ecumenical Relationships*

Revd Steve Elmes, who had chaired *Churches Together in Bookham (CTiB)* and the *Fraternal* for many years, moved away from Bookham during 2024. We expressed our considerable thanks to Steve for his

## Report of the Trustees for the year ended 31 December 2024

light-touch and wise leadership over that period. We are very grateful to Sue Ferguson, an existing member of CTIB and an active member of *Eastwick Road Church*, who is providing leadership for a year, a decision she would like to be reviewed in early 2025. Three meetings were held during the year, bringing together lay members and ministers, to consider ministry that the churches might undertake together. Our approach has continued to be one of seeking to work together where this brings clear benefits whilst honouring the contribution of individual churches where this makes more sense.

As in previous years, we promoted the *Week of Prayer for Christian Unity* throughout the churches, taking it in turns to host a half hour prayer meeting each day during the week. Numbers were typically 15-20, with each church leading in their own distinctive way.

In 2024 we communicated across the churches via *Team Spirit* – a three or four times a year publication made available in each of the churches, although reducing the number of printed copies in each church to encourage online readership instead. We also took out a shared advertisement in the magazine of the *Bookham Residents Association* – a cost and distribution-effective means of making our Christmas services known.

We contributed to the annual village day in June through the provision of staffing and financial support for two initiatives – *Last Man Standing* and the *Adventure Plus Climbing Wall*. Rain got in the way and halted activity for a while. Nevertheless, a good time was had by all with nearly £1,300 in income between the two activities.

St Nicolas once again took the lead in the provision of *Good Friday* and *Remembrance Day* services as well as providing a venue and hospitality for the *Spirit of Christmas* event in early Advent. We were also pleased to share in the *Maundy Thursday Agape Meal* at Eastwick Road Church.

Through *The Meeting Place*, the charity established by the local churches, we continue to provide a Coffee Shop on Saturday mornings – a great opportunity for friends to meet and new friendships to be established; the *Community Fridge* – unused food which would otherwise find its way to landfill made available to any who collect; and *Hearing Champions* – a surgery for hearing aids, which includes cleaning and changing batteries. *The Meeting Place* employs an *Anna Chaplain* – someone whose brief it is to work with the older members of the community, particularly those who are isolated and possibly who have no connection with the church. Liz Tapp, who began work as the new *Anna Chaplain* at the beginning of 2024, has provided excellent leadership; it was a privilege to commission her for this work at a special service held later in the year at St Nicolas.

Finally, three of the local churches continued to work together to fund a youth worker for Bookham through the Leatherhead Youth Project (LYP). In 2024 we welcomed Lucy Hicks as the new youth worker, following the resignation of Jenny Coffin after six years in the role. We at St Nicolas are very grateful to be able to work closely with LYP as members of the Steering Group for the youth worker.

### *Deanery Synod*

The parish was represented by four people in 2024, following the elections held in 2023 for a new term of three years. The Deanery Synod provides the PCC with an important link between the parish and the wider structures of the church.

**Report of the Trustees for the year ended 31 December 2024***The Church Buildings*

In addition to the general maintenance works the following specific larger projects were completed in 2024:

- The re-roofing and insulating of the new boiler house roof (previously known as the Sexton's shed).
- Re-roofing of the leaking gardener's shed which replaced the asbestos cement roof with new profiled metal sheet roofing.
- With the Archdeacon's permission, the installation of a new oak cash donation box in the tower.
- The leaning brick wall on the pastoral centre was partially demolished and a new brick pier/buttress built to stabilise any further movement. In addition to this the owner of the neighbouring flats and car park removed a large ash tree (whose roots had undermined the foundations of the brick wall) and trimmed back two other trees, at his own expense.
- Three new cupboards have been fitted in the choir vestry to replace the old work top and drawers and to "tidy up" the accumulation of wires, chargers etc.
- The damaged fence panels behind the parish office have been replaced together with six new panels being fitted between the rectory and a neighbouring garden. This is to replace the Leylandii trees.
- The electric motor for the central screen in the church has been replaced.

A faculty has been granted to upgrade and refurbish the toilets in the Church Room and grants have been obtained in 2025 from Guildford Diocese (£5,000) and Surrey County Council (£18,000). Work is expected to begin in 2025.

In 2024 we also considered as a PCC and Fabric Committee various projects for 2025:

- Repair to deal with damp patch on north wall of church.
- New gardener's shed door.
- Cleaning the carpet in the Pastoral Centre.
- Church Room chair storage cupboard.

The PCC is very grateful to the volunteers making up the Fabric Committee who oversee this work and also carry out the more routine tasks. We would particularly like to thank David Wall and David Barnes for their valued contribution in masterminding most of this vital work.

The PCC is thankful for the continued support of Mole Valley District Council for the maintenance of the churchyard.



## Report of the Trustees for the year ended 31 December 2024

### Financial Review

The financial statements for the year ended 31 December 2024 are set out in the following pages together with a report from our independent examiner, Ellis Atkins.

In 2024 income from and expenditure on 19 The Lorne (the “curate’s house” though not currently needed for this purpose) and the churchyard were removed from the General Fund and accounted for in separate funds in order to provide greater clarity. Having done this it can be seen that:

- The General Fund was broadly in balance, the deficit being £1,776 before transfers – less than 1% of turnover. This means that the church was broadly covering its running costs, excluding the larger and inevitably erratic repairs and maintenance costs associated with a Grade 1 listed church and the other buildings (which are charged to the Fabric Funds). This was a good result and an important one as the church receives no external support to meet its day-to-day costs. A key element of this was the 6% increase in planned giving, helped by a stewardship campaign in February.
- 19 The Lorne, which is currently let on commercial basis as the church does not currently have a curate, produced a net surplus of £15,200. This was less than in previous years as the rear and side of the house were decorated and a fence which blew down in a storm had to be replaced at a combined cost of £4,100.
- It was an expensive year as far as the larger repair and maintenance jobs that are paid for out of the Fabric Funds. A total of £15,100 was spent from the Designated Fabric Fund on property repairs and maintenance, some £11,000 of which was accounted for by three large jobs: the renewal of the roof of the boiler house; the re-roofing of the gardener’s shed and the replacement of winch for the central screen in the church. In addition, the PCC is grateful to the Friends of St Nicolas for funding the replacement of the organ humidifier at a cost of £4,100 – accounted for in the Restricted Fabric Fund. The total spend of £19,100 on non-routine repairs and maintenance is a salutary reminder of how expensive keeping our buildings and equipment in good repair can be.
- The net cost to the church of routine maintenance of the churchyard was only £243 thanks to a grant of £7,500 from Mole Valley District Council, for which the PCC is very grateful.

Having transferred the surplus from 19 The Lorne to the General Fund and replenished the Designated Fabric and Churchyard Funds from the General Fund, the General Fund stood at £66,990 leaving a reasonable margin above the PCC’s policy of maintaining a reserve of at least 3 month’s expenditure – some £60,700.

The PCC also began fundraising to upgrade the toilets in the Church Room and provide an additional toilet. At the end of the year some £6,400 has been raised for this purpose.

### Public Benefit

When planning our activities for the year, our incumbent and the PCC have considered the Charity Commission’s guidance on public benefit and in particular the specific guidance on ‘charities for the advancement of religion’.

**Report of the Trustees for the year ended 31 December 2024****Reserves Policy**

It is the policy of the PCC to aspire to maintain a balance on the General (Unrestricted) Fund which represents a minimum of three months of normal expenditure to cover emergency situations that may arise from time to time.

**Investment Policy**

Church funds may only be deposited with financial institutions which carry the explicit guarantee of the UK government (currently limited to £85,000) through the Financial Services Compensation Scheme. Funds held with any one institution are limited to this guaranteed level.

**Risk Management**

Major risks to which the church is exposed, as identified by the Trustees, have been reviewed and procedures have been established to manage these risks. The PCC maintains risk assessments for all significant activities, both within the church and for external events.

**Safeguarding**

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults. The PCC has received regular reports throughout the year regarding Safeguarding at the Church and has been asked to review activity on the Parish Dashboard. The Safeguarding team and the Rector had a helpful meeting with the Diocesan Safeguarding Advisor over the summer to discuss the context of Safeguarding at the Church.

**Service**

We would like to thank all who contribute their gifts to make our church the lively and vibrant community it is. This year, the work of our volunteers, whether in positions of responsibility or giving their time and talents in support of the work of St Nicolas, has been critical to allowing our presence in the community not only to continue but to thrive. We are very grateful to you all.

**Structure, Governance and Management**

The method of appointment of PCC members is set out in the Church Representation Rules. At St Nicolas the membership of the PCC comprises the incumbent, two further ordained clergy, the churchwardens, members of Deanery Synod and members elected by those of the congregation on the electoral roll of the church. All those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the church are to be spent.

The full PCC met six times during the year with an average level of attendance of 70%.

**Administrative Information**

St Nicolas Church is situated in Lower Road, Great Bookham. It is part of the Diocese of Guildford within the Church of England. The correspondence address is the Parish Office, 2A Fife Way, Great Bookham, Leatherhead, Surrey KT23 3PH.

**Report of the Trustees for the year ended 31 December 2024**

PCC members who have served from the beginning of the year until the date this report was approved:

Incumbent	Reverend Canon Alan Jenkins	Chair
Honorary Assistant Minister Curate	Reverend Barbara McDonald Reverend Gill Caldwell	
Churchwardens	Heather Gerrard Joy Lord	
Deanery Synod**	Clare Curran Peter Evans Heather Gerrard Amanda Rowland	
Diocesan Synod***	Heather Gerrard	From September 2024
Elected Members	David Barnes Tina Dennett Peter Evans** Nick Garrett Heather Gerrard* ** *** Claire Hoath Neil McDonald Amanda Rowland** Robert Searle Anne Shears Jackie Stephens Angela Stevens Chris Turner Sue White Jan Williamson	From April 2024 To July 2024 From April 2024 To April 2024 To April 2024 From April 2024 From April 2024
Co-opted Members	Nick Garrett Neil McDonald Jackie Stephens	To April 2024 From May 2024 To April 2024
PCC Secretary	Amanda Rowland	

\* Heather Gerrard served as Churchwarden whilst also an elected member of the PCC from May 2023

\*\* Peter Evans, Heather Gerrard and Amanda Rowland served as members of the Deanery Synod whilst also elected members of the PCC from May 2023. This continued to be the case into 2024 although Peter Evans ceased to be an elected member in July 2024.


\*\*\* Heather Gerrard also served as a member of the Diocesan Synod whilst also an elected member of the PCC from September 2024

**Report of the Trustees for the year ended 31 December 2024**

## Other Church officials:

LLMs (Readers) with Permission to Officiate		Chris Holloway
Retired Minister with Permission to Officiate		David Ireland
Assistant Churchwardens		Robert Searle Nick Garrett
Electoral Roll Officer		Catherine Clark
Gift Aid Secretary		Richard Scrase – to June 2024 Nick Garrett – from June 2024
Treasurer		Neil McDonald
Assistant Treasurer		Nick Garrett
Payroll Officer		Nick Garrett
Parish Administrator		David Gatland
Director of Music		Peter Lutton – to June 2024
Youth Worker (Leatherhead Youth Project)		Jenny Coffin – to July 2024 Lucy Hicks – from September 2024
Families and Children Minister		Celeste Rios
Safeguarding Officer		Roland Martin
PCC Minutes Secretary		Karen Gaunt - from July 2024
Principal Bankers	CAF Bank, Kings Hill Avenue, West Malling, Kent.	Lloyds Bank
Independent Examiner	Ellis Atkins, Chartered Accountants, Constable Court, 62 Dene Street, Dorking. RH4 2DP	

Approved by the PCC on 10<sup>th</sup> March 2025 and signed on its behalf by:



Rev Canon Alan Jenkins, Rector



Amanda Rowlands, PCC Secretary

**Report of the Trustees for the year ended 31 December 2024**

**Independent examiner's report to the trustees of The Parochial Church Council (PCC) of the Ecclesiastical Parish of St Nicolas Great Bookham**

I report to the charity trustees on my examination of the accounts of The Parochial Church Council of the Ecclesiastical Parish of St Nicolas Great Bookham (the Trust) for the year ended 31st December 2024.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

**Independent examiner's statement**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Philip Longstaff FCA

The Institute of Chartered Accountants in England and Wales

Ellis Atkins, Chartered Accountants

Constable Court

62 Dene Street

Dorking

Surrey RH4 2DP

Date: 11<sup>th</sup> March 2025

**Report of the Trustees for the year ended 31 December 2024****Statement of Financial Activities  
for the year ended 31 December 2024**

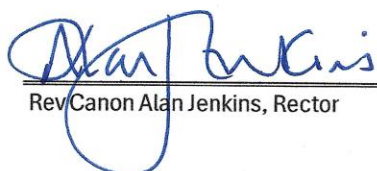
	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2024 £	Total 2023 £
<b>Income from:</b>						
<b>Donations and legacies</b>						
Planned giving	2a.	152,864	-	-	152,864	144,199
Gift Aid		36,039	-	154	36,193	39,268
Collections at services	2b.	8,602	-	-	8,602	7,015
Other donations	2c.	2,083	5,350	2,271	9,705	32,135
Grants	2d.	775	10,698	8,197	19,670	39,135
<b>Activities for generating funds</b>	2e.	6,455	-	5,217	11,672	11,216
<b>Church Activities</b>	2f.	16,259	-	-	16,259	17,110
<b>Income from investments (inc 19 The Lorne)</b>	2g.	1,406	25,244	99	26,749	21,910
<b>Other income</b>		368	-	-	368	333
<b>Total income</b>		<b>224,851</b>	<b>41,292</b>	<b>15,938</b>	<b>282,080</b>	<b>312,322</b>
<b>Expenditure on:</b>						
<b>Costs of generating funds</b>						
	3a.	412	8,509	1,328	10,249	5,506
<b>Church Activities</b>						
Parish Share		104,710	-	-	104,710	106,310
Staff and Youth Leader costs		66,942	-	-	66,942	65,969
Other ministry and service costs	3b.	8,566	-	-	8,566	6,251
Costs of other charged-for items	3c.	1,750	-	-	1,750	3,264
Administration	3d.	2,690	-	-	2,690	3,250
Missionary and charitable giving	3e.	13,750	-	-	13,750	19,975
Upkeep of church and other buildings	3f.	25,582	16,033	11,879	53,495	124,430
Governance	3g.	2,097	-	-	2,097	697
<b>Other</b>		128	-	-	128	-
<b>Total Expenditure</b>		<b>226,627</b>	<b>24,542</b>	<b>13,207</b>	<b>264,376</b>	<b>335,651</b>
<b>Net income/(expenditure) before transfers</b>		<b>(1,776)</b>	<b>16,750</b>	<b>2,730</b>	<b>17,704</b>	<b>(23,330)</b>
<b>Gross transfers between funds</b>						
	10					
Fund transfers in		15,212	13,454	244	28,910	9,200
Fund transfers out		13,698	15,212	-	28,910	(9,200)
<b>Net transfers</b>		<b>1,513</b>	<b>(1,757)</b>	<b>244</b>	<b>-</b>	<b>-</b>
<b>Net income before other recognised gains and losses</b>		<b>(263)</b>	<b>14,993</b>	<b>2,974</b>	<b>17,704</b>	<b>(23,330)</b>
<b>Other recognised gains</b>						
Revaluation of property		-	-	-	-	-
<b>Net movement in funds</b>		<b>(263)</b>	<b>14,993</b>	<b>2,974</b>	<b>17,704</b>	<b>(23,330)</b>
<b>Funds at 1 January 2024</b>		<b>67,253</b>	<b>775,322</b>	<b>3,409</b>	<b>845,984</b>	<b>869,314</b>
<b>Funds at 31 December 2024</b>		<b>66,990</b>	<b>790,315</b>	<b>6,383</b>	<b>863,688</b>	<b>845,984</b>

## Report of the Trustees for the year ended 31 December 2024

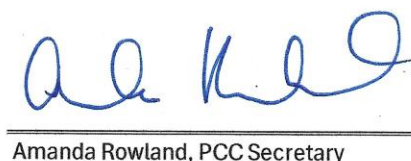
Balance Sheet  
at 31 December 2024

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2024 £	Total 2023 £
<b>Fixed Assets</b>						
Property: 19 The Lorne (curate's house) at market value		-	700,000	-	700,000	700,000
<b>Current Assets</b>						
Debtors	8	11,007	-	154	11,160	13,272
Cash		64,815	90,680	8,180	163,675	142,243
		75,822	90,680	8,334	174,836	155,516
<b>Current Liabilities</b>						
Creditors and accruals	9	8,831	365	1,951	11,147	9,531
<b>Total assets less current liabilities</b>		<b>66,990</b>	<b>790,315</b>	<b>6,383</b>	<b>863,688</b>	<b>845,984</b>
<b>Represented by</b>						
Funds of the church		66,990	790,315	6,383	863,688	845,984
<b>Analysis of Funds</b>						
		At 1 Jan 2024 £	Incoming resources £	Resources expended £	Transfers £	At 31 Dec 2024 £
<b>Unrestricted funds</b>						
General		67,253	224,851	226,627	1,513	66,990
<b>Designated funds</b>						
Property - 19 The Lorne at cost		7,600	-	-	-	7,600
- revaluation reserve		692,400				692,400
Vision		142	9,457	-	-	9,599
Fabric (Designated)		66,848	2,579	16,033	13,454	66,848
Legacy		5,000	5,470	-	-	10,470
Garden of Remembrance		3,333	66	-	-	3,399
19 The Lorne - income and expenditure		-	23,721	8,509	(15,212)	-
		775,322	41,292	24,542	(1,757)	790,315
<b>Restricted Funds</b>						
Fabric (Restricted)		3,409	682	4,091	-	-
Toilet Upgrade Fund		-	2,563	105	-	2,458
Toilets and other specific Projects Fund		-	5,148	1,223	-	3,924
Churchyard Fund		-	7,545	7,789	244	-
		3,409	15,937	13,207	244	6,383
<b>Total funds</b>		<b>845,984</b>	<b>282,080</b>	<b>264,376</b>	<b>-</b>	<b>863,688</b>

Approved by the Parochial Church Council on 10 March 2025 and signed on its behalf by:



Rev Canon Alan Jenkins, Rector



Amanda Rowland, PCC Secretary

**Report of the Trustees for the year ended 31 December 2024****Notes to the financial statements for the year ended 31 December 2024****1. Accounting Policies**

The PCC is a public benefit entity under FRS 102. The financial statements have been prepared in accordance with the Charities SORP (FRS 102) Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard 102 applicable in the UK and Republic of Ireland, and the Charities Act 2011.

The financial statements have been prepared under the historical cost convention except for the curate's residence (19 The Lorne) which is shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the financial statements of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

**Funds**

**Unrestricted funds** are general funds which can be used for PCC ordinary purposes.

**Designated funds** are unrestricted funds which the PCC has, at its discretion, designated for particular purposes. The main designated funds are:

The *Property Fund* which represents an assessment of the market value of the curate's house based on a valuation at 6 June 2022. The *19 The Lorne – Income and Expenditure Fund* was created in 2024 to identify separately the finances of the curate's house from the general running costs of the church.

The *Vision* fund which was created in 2008 using the proceeds of the sale of church property and which is a resource being used to finance the church vision plan.

With any building, and particularly with an ancient building like St Nicolas Church, money needs to be spent from time to time on unpredictable repairs and major items of maintenance which need to be budgeted for over several years. The *Designated Fabric* fund is held to accumulate funds for such items. It funds any expenditure on the buildings which is not routine maintenance.

The *Legacy* fund holds monies from legacies pending PCC decisions as to what important projects should benefit from use of this money.

The *Garden of Remembrance Fund* was created in 2019 to hold surplus income from inscriptions on the memorial stones for the New Garden of Remembrance, for use when installing future stones.

**Restricted funds** are funds where the PCC is constrained only to spend the funds as directed by the donor.

The *Fabric (Restricted) Fund* has been brought back into use to hold monies gifted or granted for specific works such as the Friends grant to replace the organ humidifier.

Two funds were created in 2024 to hold the proceeds of fundraising to upgrade the toilets in the Church Room: the *Toilet Upgrade Fund* and *The Toilets and other Specific Projects Fund*. The first is for money raised exclusively for the toilet upgrade and the second for money raised on the basis that it could be used for specific projects chosen by the PCC (not routine expenditure) if it was not needed for the toilet upgrade.



**Report of the Trustees for the year ended 31 December 2024**

A *Churchyard Fund* was created in 2024 for funds received solely for the maintenance of the churchyard from Mole Valley District Council.

**Income**

Planned giving, collections and donations are recognised when received. Tax refunds on gift aided giving are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is entitled to the use of the resource, and their ultimate receipt is considered certain and can be measured reliably. All other incoming resources are recognised when receivable. All incoming resources are accounted for gross with the exception of events for which the turnover is less than £250 which may be dealt with on a net receipts basis.

**Expenditure**

Expenditure is accounted for on an accruals basis. Grants and donations are accounted for when paid over. The Diocesan parish share is accounted for when due. All other resources expended are recognised when incurred.

**Fixed assets**

Consecrated and benefice property is not included in the financial statements in accordance with Section 10 (2) (a) and (c) of the Charities Act 2011.

Moveable church furnishings held by the Rector and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected at any reasonable time. All expenditure during the year on consecrated or beneficial buildings and moveable church furnishings, whether maintenance or improvement is written off as incurred.

All expenditure on furniture, fittings and office equipment is written off when incurred.

**Property**

The curate's house (19 The Lorne) has been included at an independent assessment of the market value at 6 June 2022. This property is intended to be revalued at three yearly intervals. The next revaluation will be carried out in 2025.

## Report of the Trustees for the year ended 31 December 2024

## Notes to the financial statements for the year ended 31 December 2024

2. Incoming resources:	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2024 £	Total 2023 £
<b><u>Donations and legacies</u></b>					
<b>2a. Planned giving</b>					
Gift aided	134,981	-	-	134,981	128,854
Not gift aided	15,283	-	-	15,283	13,340
Regular giving envelopes	1,520	-	-	1,520	1,565
Other planned giving	1,080	-	-	1,080	440
	<b>152,864</b>	<b>-</b>	<b>-</b>	<b>152,864</b>	<b>144,199</b>
<b>Gift Aid</b>	<b>36,039</b>	<b>-</b>	<b>154</b>	<b>36,193</b>	<b>39,268</b>
<b>2b. Collections at services</b>					
Sunday cash collections	2,945	-	-	2,945	2,981
Gift Aid - one-off envelopes	70	-	-	70	95
Online giving at Sunday services	1,757	-	-	1,757	-
Special services and other collections	3,830	-	-	3,830	3,939
	<b>8,602</b>	<b>-</b>	<b>-</b>	<b>8,602</b>	<b>7,015</b>
<b>2c. Other donations</b>					
One-off gifts	2,023	-	-	2,023	8,736
Donations for flowers	60	-	-	60	610
Donations for specific purposes	-	-	2,271	2,271	17,789
Legacies	-	5,350	-	5,350	5,000
	<b>2,083</b>	<b>5,350</b>	<b>2,271</b>	<b>9,705</b>	<b>32,135</b>
<b>2d. Grants</b>					
Local government grants	-	-	7,500	7,500	7,500
Other grants	775	10,698	697	12,170	31,635
	<b>775</b>	<b>10,698</b>	<b>8,197</b>	<b>19,670</b>	<b>39,135</b>
<b>2e. Activities for generating funds</b>					
Income from use of buildings	6,260	-	-	6,260	5,670
Fundraising event income	-	-	5,217	5,217	5,256
Other fundraising	195	-	-	195	290
	<b>6,455</b>	<b>-</b>	<b>5,217</b>	<b>11,672</b>	<b>11,216</b>
<b>2f. Church activities</b>					
<b><i>Weddings funerals and other church events</i></b>					
Fees to PCC	5,539	-	-	5,539	6,602
Miscellaneous fees	1,490	-	-	1,490	1,909
Choir fees	-	-	-	-	130
Income from refreshments	641	-	-	641	907
Other church activities	1,933	-	-	1,933	330
	<b>9,604</b>	<b>-</b>	<b>-</b>	<b>9,604</b>	<b>9,878</b>
<b><i>Other charged-for items</i></b>					
Magazine sales and advertising	3,303	-	-	3,303	3,025
Book of remembrance and plinth inscriptions	2,616	-	-	2,616	4,070
Charged-for items not covered elsewhere	737	-	-	737	137
	<b>6,656</b>	<b>-</b>	<b>-</b>	<b>6,656</b>	<b>7,232</b>
<b>2g. Investment income</b>					
Bank and savings account interest	1,406	1,679	99	3,184	2,124
Income from 19 The Lorne	-	23,565	-	23,565	19,786
	<b>1,406</b>	<b>25,244</b>	<b>99</b>	<b>26,749</b>	<b>21,910</b>
<b>Other</b>	<b>368</b>	<b>-</b>	<b>-</b>	<b>368</b>	<b>333</b>
<b>Total income</b>	<b>224,851</b>	<b>41,292</b>	<b>15,938</b>	<b>282,080</b>	<b>312,322</b>

## Report of the Trustees for the year ended 31 December 2024

3. Expenditure on:	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2024 £	Total 2023 £
<b>3a. <u>Costs of generating funds</u></b>					
Fundraising activity costs	28	-	1,328	1,356	1,733
Finance charges	383	-	-	383	311
19 The Lorne costs	-	8,509	-	8,509	3,462
	<b>412</b>	<b>8,509</b>	<b>1,328</b>	<b>10,249</b>	<b>5,506</b>
<b><u>Church activities</u></b>					
<b><i>Parish Share</i></b>	<b>104,710</b>	-	-	<b>104,710</b>	<b>106,310</b>
<b><i>Staff and Youth Leader costs</i></b>	<b>66,942</b>	-	-	<b>66,942</b>	<b>65,969</b>
<b>3b. <i>Other ministry and service costs</i></b>					
Music costs including visiting organists	4,324	-	-	4,324	2,153
Youth and children's activities	288	-	-	288	386
Refreshments, flowers, and service provisions	1,932	-	-	1,932	2,355
Outreach, Christian commitment and training	847	-	-	847	1,204
Ministry and service costs not covered elsewhere	1,175	-	-	1,175	153
	<b>8,566</b>	-	-	<b>8,566</b>	<b>6,251</b>
<b>3c. <i>Costs of other charged-for items</i></b>					
Magazine costs	224	-	-	224	473
Book of remembrance and plinth inscriptions	1,053	-	-	1,053	1,842
Charged-for items not covered elsewhere	472	-	-	472	949
	<b>1,750</b>	-	-	<b>1,750</b>	<b>3,264</b>
<b>3d. <i>Administration</i></b>					
Contributions to other organisations	70	-	-	70	520
Licences and IT	1,513	-	-	1,513	1,601
Office materials and photocopying and other	1,107	-	-	1,107	1,129
	<b>2,690</b>	-	-	<b>2,690</b>	<b>3,250</b>
<b>3e. <i>Missionary and charitable giving - Note 4</i></b>	<b>13,750</b>	-	-	<b>13,750</b>	<b>19,975</b>
<b>3f. <i>Upkeep and improvement of buildings</i></b>					
Utilities	13,534	-	-	13,534	16,026
Other running costs	7,363	-	-	7,363	9,975
Property repairs and maintenance	555	15,070	11,879	27,504	12,876
Furniture and equipment	343	-	-	343	1,443
Improvements	-	963	-	963	80,500
Insurance	3,788	-	-	3,788	3,611
	<b>25,582</b>	<b>16,033</b>	<b>11,879</b>	<b>53,495</b>	<b>124,430</b>
<b>3g. <i>Governance</i></b>					
Independent examiner	2,040	-	-	2,040	600
Other governance and safeguarding	57	-	-	57	48
Health and safety costs	-	-	-	-	49
	<b>2,097</b>	-	-	<b>2,097</b>	<b>697</b>
<b><u>Other</u></b>	<b>128</b>	-	-	<b>128</b>	-
<b><u>Total expenditure</u></b>	<b>226,627</b>	<b>24,542</b>	<b>13,207</b>	<b>264,376</b>	<b>335,651</b>

**Report of the Trustees for the year ended 31 December 2024****Notes to the financial statements for the year ended 31 December 2024**

<b>4. Missionary and charitable giving</b>	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>funds</b>	<b>funds</b>	<b>funds</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Christian Aid - from 2023 Celebration Week	-	-	-	-	2,005
Bible Society	2,750	-	-	2,750	3,560
Christians Against Poverty	2,750	-	-	2,750	3,560
Christian Solidarity Worldwide	2,750	-	-	2,750	3,560
World Vision	-	-	-	-	171
Oasis	2,750	-	-	2,750	3,560
Mission Aviation Fellowship	1,375	-	-	1,375	1,780
Mission to Seafarers	1,375	-	-	1,375	1,780
	<b>13,750</b>	<b>-</b>	<b>-</b>	<b>13,750</b>	<b>19,976</b>

<b>5. Staff costs</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Wages and salaries	50,760	49,935
Social security costs*	-	-
Employer's contributions to pension and life assurance schemes	3,310	2,860
	<b>54,070</b>	<b>52,795</b>

The average number of employees during the year was: 3      4

\* Social security costs were nil as employer national insurance contributions were covered by the HMRC allowance.

No employee earned in excess of £60,000 per annum and none of them were trustees.

The trustees consider that the aggregate employment benefits of key management personnel were nil. (2023; nil)

**6. Trustees and Related Parties**

No members of the PCC have been remunerated or paid expenses for their role as trustees.

A total of £1,177 was paid in expenses to three members of the PCC - the Rector, the Assistant Minister and the Curate for travel, retreats, books and other incidental expenses. (2023: £1,710.)

A total of £775 was paid during 2024 to Helen Turner, the wife of PCC member Chris Turner, for playing at services and leading the choir. The PCC is currently concluding a contract with Helen Turner to act as Interim Music Lead for the church, effective from 1 December 2024.

During their terms of office as trustees in 2024 PCC members and their close family donated in aggregate a total of £28,043 to the church (not including the Gift Aid recoverable on behalf of the PCC). £500 of this was donated for restricted purposes.

**Report of the Trustees for the year ended 31 December 2024****Notes to the financial statements for the year ended 31 December 2024****7. Legacies**

As shown in Note 2c, £5,350 was added to the Legacy Fund in the year: £250 from the estate of Joan Hatcher; £100 from the family of Mary Ellis; and £5,000 from the estate of Francis Rice-Oxley. Interest of £120 brought the total added to the Legacy Fund to £5,470. In addition, two members who died in 2024 also made bequests to the church: Nigel Fenner (£50,000) and Sylvia Charles (£2,000). These were received in February 2025 and will be accounted for in the 2025 accounts.

<b>8. Debtors</b>	<b>Unrestricted funds £</b>	<b>Designated funds £</b>	<b>Restricted funds £</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
Gift Aid	9,413	-	154	9,567	9,254
Other debtors and prepayments	1,594	-	-	1,594	4,019
	<u>11,007</u>	<u>-</u>	<u>154</u>	<u>11,160</u>	<u>13,272</u>

**9. Creditors**

HMRC - income tax and NI	2,052	-	-	2,052	1,846
Fees assigned to Guildford Diocese and others	-	-	1,951	1,951	1,452
Other creditors and accruals	6,779	365	-	7,144	6,234
	<u>8,831</u>	<u>365</u>	<u>1,951</u>	<u>11,147</u>	<u>9,532</u>

**10. Analysis of fund transfers**

Gross transfers between funds - in	15,212	13,454	244	28,910	9,200
Gross transfers between funds - out	(13,698)	(15,212)	-	(28,910)	(9,200)
Net transfers	<u>1,513</u>	<u>(1,757)</u>	<u>244</u>	<u>-</u>	<u>-</u>

The following transfers were made at the end of 2024:

- The surplus in the 19 The Lorne Income and Expenditure Fund (£15212) was transferred to the General Fund.
- £244 was transferred from the General Fund to the Churchyard Fund to extinguish the deficit in that fund.
- £13454 was transferred from the General Fund to the Designated Fabric Fund to restore the balance in that fund to its level on 1 January 2024.